

# Sandy Town Council

**To: Cllrs P N Aldis, C Butterfield, C Osborne, M Pettitt, M Runchman, M Scott, D Sharman, R Smith and S Walsh**

**Cc Cllrs J Ali, W Jackson, K Lynch, A Maycock, S Sutton.**

**You are hereby summoned to attend a meeting of the Policy, Finance and Resources Committee of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 17 February 2014 at 7.30pm for the purpose of transacting the items of business below.**



Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
10 February 2014

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **A G E N D A**

### **1 Apologies for absence**

### **2 Declarations of interest and requests for dispensations**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Declarable Pecuniary Interests*
- ii) Personal Interests*

### **3 Minutes of previous meeting**

To receive the minutes of the Policy, Finance and Resources Committee held on 6 January 2014 and to approve them as a correct record of proceedings

### **4 Financial Matters Clerk's Report**

- i) To consider a report on progress to date against budget for the financial year 2013/14**
- ii) To note a list of payments made since the last meeting of the committee**
- iii) To consider virement of funds within the 2013/14 budget to meet the costs of securing the former allotment site**

# Sandy Town Council

- iv) To note the maturity of the council's Barclays Investment Bond no 94 Deal number 73438199 on the 14 February 2014 and to consider future investment of council's reserve funds in line with the council's adopted treasury management and investment policy and practices
- v) To note information from central government about referendum principles for English local councils

## **5 Management of Jenkins Pavilion**

To receive a report on progress with confirmation of the new management contract for Jenkins Pavilion and to note issues to do with remaining protected bookings

## **6 Scale of charges 2014/15**

To review a proposed scale of charges (partial) for recommendation to council for the financial year 2014/15

## **7 CCTV**

To note progress with review of the council's CCTV provision in Sandy

## **8 New Standing Orders**

To note progress with the updating of Standing Orders for the Council

## **9 Environmental Policy**

To work through the council's environmental policy and to recommend any revisions

## **10 Community Engagement Strategy**

- i) To work through the council's community engagement strategy and to recommend any revisions
- ii) To approve expenditure of £195 to add an RSS feed to the council's website

## **11 HR Arrangements**

To consider a report on the proposed updating of the council's scheme of delegations to include new terms of reference for an HR sub-committee

## **12 Staff Review\***

To note progress with the Council's staff review and restructure and to consider the immediate introduction of new accounting software and the outsourcing of aspects of the council's book-keeping and accounts work

*\*Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for several items of business on this agenda should the committee resolve that the item involves the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data)*

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Policy, Finance and Resources Committee of Sandy Town Council  
Monday 17 February 2014

## REPORTS

### 4 Financial Matters

#### Clerk's Report

- i) Report to follow
- ii) Report to follow
- iii) On 27 January the Community Services and Environment Committee of the Council recommended virement of funds from within the current budget to cover expenditure at the former allotment site. Details of the proposed virements are contained within the reports prepared for that meeting. It is hoped to have confirmation of final costs at the time of the PF&R meeting.
- iv) Members may recall that the council invested £200,000 in Barclays Bank financial bond no 94 Deal number 73438199 some 9 months ago at a rate of interest of 1.2%. This investment bond will mature on the 14 February 2014 and the funds will be returned to the council's active saver account which currently offers 75% of the bank of England Base Rate. The council also has £210,256 invested in a Santander Business Reward Saver which has previously been accruing gross annual interest at a rate of 2% but as from 27 January 2014 the interest rate has been reduced to 1% pa.

Members may wish to note that at the date of writing (6 February 2014) the council's funds at bank are as follows:

Barclays Current Account	£46,169.82
Barclays Active Saver	£158,603.95
Barclays Bond deal no 94	£200,000 (plus interest tbc)
Santander Business Reward Saver	£210,265.60

Members may now wish to reconsider the investment vehicles it uses for some or all of these funds and make recommendations to council for future investments in line with the council's approved Treasury Management and Investment Policy and practices adopted in 2013. Members may also wish to consider this agenda item in connection with item 12.

- v) In a Ministerial statement to the House of Commons on 5 February 2014 Local Government Minister, Brandon Lewis has confirmed that the Government has not determined referendum principles for English local precepting authorities in 2014 to 2015, but is "putting on notice that we are prepared if necessary to apply the referendum thresholds to larger town and parish councils from 2015 to 2016 onwards to provide protection for local taxpayers and extend the principle of direct democracy". Sector bodies believe that it is most likely that referenda

# Sandy Town Council

will be established either next year or soon after and, whilst it cannot be known how many local councils are likely to be affected until criteria are agreed, it is anticipated that capping will be introduced to the largest councils first. Therefore Sandy Town Council will need to have consideration to the potential restriction of its precept income in future years when making decisions about spending.

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## **5 Management of Jenkins Pavilion Clerk's Report**

As members know, CBC's Leisure contract has been awarded to Stevenage Leisure Centre and the new contract is for a period of 7 years.

In October 2013 Sandy Town Council agreed terms for future management of Jenkins Pavilion which were to be written into the CBC contract with the new contractor once appointed. The Town Clerk has attended a meeting with representatives of CBC and SLL and it has been confirmed that CBC's legal department is now preparing the necessary documents for approval and signature by the council. Members should note that the contract for the management of Jenkins Pavilion will be for a period 7 years as it will form part of the overall contract between CBC and SLL. In future reporting on activity at Jenkins will be provided by CBC rather than directly by SLL. However, day to day contact with SLL will remain. Members will remember that the terms of the new contract are beneficial for STC as the management fee is reduced and all the utility costs will be met by SLL.

The Council continues to set pitch fees (with changing rooms) but other charges are set by SLL. There remain two protected bookings at Jenkins with community organisations (one is with Sandy Colts FC and one with Sandy Brownies and Rainbows). The fees paid by these organisations are very low and do not cover the actual costs of the lettings. In the case of the Rainbows the cost of collection of the income has exceeded the income itself for the last few years both when conducted by STC and by SLL. The Town Clerk and SLL are making arrangements to meet with representatives of the Brownies and Rainbows to discuss issues associated with these protected bookings which it may be unreasonable to expect SLL to honour for a further 7 years. Once further information has been obtained from the organisations a report will be brought to council.

In the case of Sandy Colts FC the protected booking is more complicated as it involves pitch fees, changing room hire and meeting room use as well as use of the Banks Pavilion for storage. There is no beneficial license or lease agreement as with the Cricket and Bowls Club (or Sandy Football Club at Bedford Road) and charges have previously been determined by Council on an annual basis, the club is charged per team at a discounted rate. In recent seasons the use of the facilities by the Colts FC has decreased as the number of their teams has dropped and income for the council has decreased accordingly although the pitch maintenance demands remain much the same. The club also has use of the education room for one evening per month the cost of which is included in the pitch rental. Members may wish to consider allowing SLL to charge for this facility. It is proposed that a meeting should be held with representatives of Sandy Colts FC to review the current arrangements and explore their views about current charges before any proposals about these protected bookings are finalised.



# Sandy Town Council

## 6 Clerk's notes to accompany Scale of Charges Cemetery Charges

Proposed scales of charges are attached for consideration by the committee. Burial fees have been increased by 10% as part of an on-going programme of bringing these fees into line with actual costs which has applied in the last three years.

However, members may still wish to look further at these charges. There are a number of anomalies in the charging structure eg the cost of exclusive right of burial in section L is greater than in any other part of the cemetery though the reason for this has been lost in time as far as the current staff are concerned. A standard fee for the whole cemetery would be simpler to administer. The exclusive right of burial of remains in an ashes plot (2 ft by 2 ft) is only £8-10 less than ERB in a grave (7ft by 3 ft). The total cost of burial of an adult in a standard grave in Sandy is currently £357 (£1,071 for a non-parishioner) compared with the standard charge of £592 for cremation at Bedford Crematorium and the UK average cost of burial which according to the independent Money Advice Service is £1,500. Our standard fee of £357 includes grave-digging fees of £200 leaving the council with £157 to cover all administration including the funeral arrangements, record keeping etc as well as future administration and maintenance of the grave. (Members are reminded that the figures shown in the budget and financial reports relating to the cemetery do not include any staff time.) If the fees are not reviewed further for 2014/15, they must surely be reconsidered for the future when the cemetery extension is developed as the present charging structure is unsustainable without a significant public subsidy.

### Other Charges

Sports charges not determined by lease agreements have been increased by 3% with rounding. The Town Clerk has undertaken research into comparable pitch hire charges in the area but it is difficult to make direct comparisons between facilities.

Hire charges for rooms at 10 Cambridge Road have been reduced. This does not reflect lower costs to the council but has been proposed to increase community access to the council building. Evening charges are higher to reflect the cost of employing a caretaker to cover bookings. The proposed charges may still not be low enough to attract all community groups but successful and sustainable community groups may be able to afford these rates. If council would prefer to protect its existing revenue from room hire it is proposed that no changes are made to the 2013/14 rates. Members should note that most of the income is generated by bookings made by the RSPB and if these cease for any reason there are few other organisations making regular bookings.

Photocopying and minute supply costs have been increased to bring them closer to actual costs of providing this service.

# Draft scale of charges - Burial

Cemetery - Potton Road

## Memorials

Any headstone, vase or tablet permitted under the regulations

Subsequent inscriptions

*Treble fees for non parishioners*

2012/13

2013/14

Proposed  
2014/15

£ 30.00  
£ 30.00

£ 33.00  
£ 33.00

£ 36.00  
£ 36.00

## Exclusive rights to Burial in earthen graves

Burial in section L 7 ft x 3 ft

Burial in section L 7 ft x 6 ft

Burial in all other sections 7 ft x 3 ft

Burial in all other sections 7 ft x 6 ft

£ 74.00  
£ 117.00  
£ 72.00  
£ 110.00

£ 82.00  
£ 128.00  
£ 80.00  
£ 122.00

£ 90.00  
£ 140.00  
£88  
£134

Fee for transfer of rights of burial document

*Treble fees for non- parishioners*

£ 29.00

£ 32.00

£35

## Cremated remains

Section K in earthen grave 2 ft x 2 ft

Section K in earthen grave 24ft x 2 ft

Interment in a grave

*Tablets are only the memorials permitted*

*Treble fees for non- parishioners*

£ 74.00  
£ 92.00

£ 70.00  
£ 102.00  
£ 100.00

£ 80.00  
£ 112.00  
£ 110.00

## Interments

For the interments in any grave:

Body of a non-viable foetus or or a childre whose age at the time of death did not exceed one month

Body of a child whose age at the time of death exceeded one month but did not exceed 12 years

Body of a person whose age at the time of death exceeded 12 years

£ 10.00  
£ 20.00  
£ 250.00

£ 10.00  
£ 20.00  
£ 275.00

£ 10.00  
£ 20.00  
£ 302.00





## Draft scale of charges (partial )

Sports charges	2012/13	2013/14	Proposed 2014/15
<b>Bedford Road Recreation Ground</b>			
<b>Sandy Football Club</b>			
Pitch and pavilion rental*	£ 425.00	£ 437.33	
Line marking of football pitch per marking	£ 15.00 plus VAT	£ 16.00	£ 18.00 plus Vat
<b>Sunderland Road</b>			
<b>Football</b>			
Seasonal hire of junior pitch	£ 58.50	£ 60.50	£ 63.00
Causal use of senior pitch	£ 28.50 plus VAT	£ 29.50 plus VAT	£ 31.00 plus VAT
Casual use of junior pitch	£ 8.50 plus VAT	£ 8.80 plus VAT	£ 11.00 plus VAT
Seasonal use of football pitch and 2 changing rooms:			
* Sandy Colts and other junior teams	£ 154.50	£ 159.50	£ 164.00
Sandy Colts Senior teams	£ 176.50	£ 182.50	£188
Sandy FC and other adult teams	£ 378.00	£ 390.00	£ 402.00
<b>Cricket</b>			
Sandy Cricket Club (pitch, 2 changing rooms and education room)*	£ 449.20	£ 462.37	tbc
Casual use of cricket pitch (income to Club)*	set by SCC	set by SCC	set by SCC
Other clubs (seasonal use of 2 changing rooms)	£ 196.50	£ 203.00	£ 210.00
Casual use of 2 changing rooms	£ 18.00 plus VAT	£ 18.50 plus VAT	£ 19.00
<b>Bowls</b>			
Sandy Town Bowling Club*	£ 368.17	£ 377.74	tbc
Rink fees (per person per rink per hour)	£ 3.50 plus VAT	£ 3.60	£ 3.70 plus VAT
<b>Premises Hire</b>			
<b>Jenkins Pavilion</b>			
non profit making youth groups:			
seasonal or termly use of education room (weekly meetings)	£ 102.00 plus VAT	set by SLL	set by SLL
casual use of education room (per hour)	£ 13.00 plus VAT	set by SLL	set by SLL
non profit making adult groups:			
yearly use of education room (monthly meetings)		set by SLL	set by SLL
commercial or business groups:			
casual use of education room (per hour)		set by SLL	set by SLL

	2012/13	2013/14	2014/15 Proposed
<b>10 Cambridge Road</b>			
<b>Day Time</b>			
Hire of council chamber per session (4 hours) D	£ 52.50 plus VAT	£ 54.00	£ 35.00 plus Vat
Hire of committee room per session (4 hours)	£ 42.00 plus VAT	£ 43.00	£ 15.00 plus Vat
Hire of council chamber per session day rate			£60 plus VAT
Hire of committee room per hour		£ 11.00	£ 5.00 plus Vat
Hire of chamber per hour			£ 10.00 plus Vat
<b>Evening/weekend</b>			
Hire of chamber per hour			£ 12.00 plus Vat
Hire of chamber for (4 hours)			£ 40.00 plus Vat
<b>Market</b>			
Stalls - permanent per linear ft	£ 1.00	£ 1.00	£ 1.00
Stalls - casual per linear ft	£ 1.50	£ 5.00	£ 5.00
<b>Sale of Council Papers</b>			
agendas, minutes and reports per year	£ 178.50	£ 184.50	£ 200.00
<b>Photocopying charges (for double sided + 100%)</b>			
Black and White A4	£ 0.05	£ 0.05	£ 0.10 incl VAT
Black and White A3	£ 0.10	£ 0.10	£ 0.20 incl VAT
Black and White A4 card	£ 0.10	£ 0.10	£ 0.20 incl VAT
Colour A4	£ 0.10	£ 0.10	£ 0.50 incl VAT
Colour A3	£ 0.20	£ 0.20	£ 0.80 incl VAT
Laminating A4	£ 0.25	£ 0.25	£ 0.80 incl VAT
Laminating A3	£ 0.50	£ 0.50	£ 1.30 incl VAT
<b>Town Centre Car Park</b>			
Pass (non-refundable)	£ 100.00	£ 100.00	£ 110.00

\* determined by lease agreement



# Sandy Town Council

## 7 **CCTV – Clerk’s Notes**

A meeting will be held on 19 February 2014 with CBC, HCCTV Partnership and the Town Clerks of Biggleswade, Shefford and Sandy. The Clerk has already notified the partners to the current contract that STC is minded to withdraw from the current contract.

A separate meeting will then be arranged between STC and HCCTV Partnership to look at issues and options with CCTV provision in Sandy in the future.

This item will remain on the agenda.



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## 8 **New Standing Orders** **Clerk's Notes**

A copy of draft new standing orders for Sandy Town Council has been prepared and is annotated to highlight differences when compared with the council's current standing orders.

Members are asked to approve a version for recommendation to Council. Once approved the orders can be adopted at any council meeting, it is not necessary or appropriate to wait until the annual meeting of council.





**Sandy Town  
Council  
Draft  
Standing Orders  
2014**

# How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The Clerk has reviewed these new standing orders and where they are the same or very similar amended them to match the existing orders of the council which were adopted in March 2012.

The substantive changes to the model have been included either to make the orders plainer and more concise or to reflect changes in legislation predominantly the introduction of the localism act. Individual orders which have been changed significantly have been highlighted so that members can agree on the version to be proposed to council.

It may be appropriate to refer the section on employees of employment matters to the HR Advisory Group.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

## List of standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

# Standing Orders

## Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

**Comment [DS1]:** See Section 6 of current orders. There are only minor changes to the content of these orders which are intended to make them clearer, eg rephrasing negatives as positives otherwise no substantive changes

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

**Comment [DS2]:** A change, previously mover of an amendment had a right of reply not exceeding 5 minutes

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

Comment [DS3]: No previous time limit

## Disorderly conduct at meetings

Comment [DS4]: See section 9 of current orders. No substantive changes, rewording to increase clarity

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Comment [DS5]: New sentence

## Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

**Comment [DS6]:** See section 1 of current orders. Some changes to wording which make orders much clearer but do not change intent of current orders. Significant changes are highlighted.

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed ( 15 ) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than ( 3 ) minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.







**Comment [DS7]:** New order to make clear rules about committees NB this does not apply to council meetings

**Comment [DS8]:** Current order says 3 minutes but this order refers to total time for public participation

**Comment [DS9]:** As present orders

**Comment [DS10]:** Reworded to make clear that questions shall not start debates a rule which is not currently observed in Sandy though it is implicit in current orders



- i A person shall raise his hand when requesting to speak and stand when speaking (**except when a person has a disability or is likely to suffer discomfort**). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-  l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
-  m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor of the Council (if any).**
-  o **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-  p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-  q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session, and
  - vi. the resolutions made.

**Comment [DS11]:** New order, previous one only required recording of names NB there is no requirement to record any debate or any other information



- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

**Comment [DS12]:** New Order in line with Localism Act NB no requirement to declare interests at a meeting as we still do in Sandy

- u
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*



- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of ( 2 and a half ) hours.

## Committees and sub-committees

**Comment [DS13]:** Sections 14 and 15 of current orders

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( 3 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

**Comment [DS14]:** No change to this order but NB substitutes are not currently giving 3 days notice

**Comment [DS15]:** New orders

**Comment [DS16]:** New order

**Comment [DS17]:** New order

**Comment [DS18]:** New order

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

**Comment [DS19]:** New order

## Ordinary council meetings

**Comment [DS20]:** Section 2 of current orders, no major changes but rewording to make orders clearer

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor (if any) of the Council.
- f The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor and Deputy Mayor (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **Extraordinary meetings of the council and committees and sub-committees**

- a **The Mayor may convene an extraordinary meeting of the council at any time.**
- b **If the Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

**Comment [DS21]:** S16 of current standing orders. No change

- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within ( 7 ) days of having been requested by to do so by ( 2 ) members of the committee [or the sub-committee], any ( 2 ) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## Previous resolutions

**Comment [DS22]:** Section 10 of previous orders

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 3 ) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
  - b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## Voting on appointments

**Comment [DS23]:** Section 11 of previous orders No change

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## Motions for a meeting that require written notice to be given to the Proper Officer

**Comment [DS24]:** S4 of previous orders

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

**Comment [DS25]:** New order, aids clarity

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( 12 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ( 10 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

Comment [DS26]: New order

## Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or

Comment [DS27]: S5 of previous orders Categories have been reworded and some items removed in the interests of shorter orders and precision of agendas

- sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.



## Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

**Comment [DS28]:** S 23 of previous orders

**Comment [DS29]:** New order

**Comment [DS30]:** No change  
A further order to remove a councillor from a committee or sub-committee by resolution of council if they breach confidentiality has been removed as it is no longer lawful

**Comment [DS31]:** New section though orders previously included in SB of old orders and no changes

## Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## Code of conduct and dispensations

**Comment [DS32]:** New section with changes in line with Localism Act see S7 of previous minutes

*See also standing order 3(t) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the

start of the meeting for which the dispensation is required

**Comment [DS33]:** New order which is in line with procedure on dispensations adopted by STC

**A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. granting the dispensation is in the interests of persons living in the council's area or**
- iii. it is otherwise appropriate to grant a dispensation.**

## **Code of conduct complaints**

**Comment [DS34]:** New orders following introduction of localism act, - previously dealt with in S 30 of former orders

- a Upon notification by the Unitary that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.**
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].**
- c The council may:**
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;**
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;**
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## Proper Officer

Comment [DS35]: See S 3 of old orders

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall
- i. **[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.]**  
OR  
**[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer]**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 10 ) days before the meeting confirming his withdrawal of it;
  - iv. **convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
  - v. facilitate inspection of the minute book by local government electors;
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. retain acceptance of office forms from councillors;
  - viii. **retain a copy of every councillor's register of interests;**
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's

Comment [DS36]: In line with existing order

Comment [DS37]: Please can council consider serving of summons and papers by email as a matter of course so that timescales can be met more easily and paper saved. Arrangements for printing for those who want it can also be considered but we are wasting huge amounts of paper copying material to members who are not on a committee, do not attend etc. I know not everyone has email but most do and all our papers except confidential ones can go online on the website as well as being sent out.

financial regulations;

- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Development Scrutiny Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Development Scrutiny Committee committee];
- xvi. manage access to information about the council via the publication scheme; and  
*See also standing order 22 below.*

Comment [DS38]: New order

## Responsible Financial Officer

Comment [DS39]: New order

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## Accounts and accounting statements

Comment [DS40]: See s18 or previous orders. Expansion of existing orders but no changes to intent of current practice.

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)]
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council's receipts and payments for each quarter;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## Financial controls and procurement

**Comment [DS41]:** New section re s25 of previous orders. No changes

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£80,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£80,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

**Comment [DS42]:** As in previous orders

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or a committee or sub committee is subject to standing order 11 above.
- b **Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the ( ) committee] OR [the ( ) sub-committee] or, if he is not available, the vice-chairman of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.**
- c **The chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].**
- d **Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance**

**Comment [DS43]:** See s25 of former orders. This section should be reviewed by members of the HR advisory group and matched to future arrangements for the HR committee

**Comment [DS44]:** This order was not adopted by STC on the last occasion

**Comment [DS45]:** "



matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

Comment [DS46]: "

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the chairman or vice-chairman of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

Comment [DS47]: To be considered?

f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

Comment [DS48]: New order, recommended for adoption

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

Comment [DS49]: recommended

h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

Comment [DS50]: recommended for adoption

i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council OR [the ( ) committee] OR [the ( ) sub-committee].

Comment [DS51]: Recommended for adoption.

## Requests for information

Comment [DS52]: See S26 of existing orders

a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Mayor. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

Comment [DS53]: amended to make shorter

## Relations with the press/media

**Comment [DS54]:** See s 27 of former orders. No change to intent of former orders

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## Execution and sealing of legal deeds

**Comment [DS55]:** See S 13 of previous orders, no change

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**  
*The above is applicable to a council without a common seal.*

## Communicating with District and County or Unitary councillors

**Comment [DS56]:** No change

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Central Bedfordshire Council representing the area of the council.

- b Unless the council determines otherwise, a copy of each letter sent to Central Bedfordshire Council shall be sent to the ward councillor(s) representing the area of the council.

**Comment [DS57]:** Not in current orders, this is done in practice on all major issues and many minor ones but not all

## Restrictions on councillor activities

**Comment [DS58]:** No change

- a. Unless authorised by a resolution, no councillor shall:
- i. inspect any land and/or premises which the council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

## Standing orders generally

**Comment [DS59]:** New title

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



# Sandy Town Council

## 9 **Environmental Policy** **Clerk's Notes**

A copy of the council's environmental policy is attached with annotations from the Clerk. The policy was devised in 2009 and since then economic pressures on the council have increased. Members may feel that the policy is more aspirational than practical for example, purchase of fairly traded supplies is expensive, alternative fuelling of vehicles has perhaps not developed in the way envisaged 5 years ago, technological changes mean that switching off equipment overnight is not always the most cost effective option or the best way of preserving the life of the equipment. Members are invited to suggest a more realistic policy which can actually be implemented.

# SANDY TOWN COUNCIL

## ENVIRONMENTAL POLICY

### Our vision is to improve the quality of life in our Town

The Town Council aims to care for, protect and improve the environment to meet current demands, without compromising the need of future generations; through forward planning, education, promotion, enforcement and the provision of services, which are sensitive to our surroundings. We aim to achieve this by finding solutions that fulfil long-term social, economic, environmental and sustainable goals.

**Comment [DS1]:** How is the Town Council going to do this in the next few years?

As active partners of Mid Bedfordshire, we want to support the District Council in promoting sustainable communities.

**Comment [DS2]:** Central Bedfordshire

**Comment [DS3]:** Unitary authority

We believe that by setting a good example and carrying out our functions in an environmentally responsible way, the Council can influence others in the community to improve their environmental performance.

The Council aims to improve its environmental performance continuously. To accomplish our environmental commitment the Council will:

**Strive to prevent pollution** and ensure that all relevant environmental legislation is enforced, and other voluntary requirements to which we subscribe are met.

**Adopt best environmental practice** for the management and maintenance of the Town's assets under our care.

**Comment [DS4]:** We are not an enforcement body and have no capacity to do this

**Conserve natural resources**, notably energy, water and fuel consumption, and the reduction of materials used, which damage the environment.

**Protect and enhance the rural and built environment** of Sandy, and promote development that is socially and environmentally sustainable.

**Minimise waste** by reducing, re-using and recycling goods and materials, and ensuring careful and responsible disposal.

**Promote the conservation and enhancement of biodiversity** throughout the Town.

**Comment [DS5]:** The council has a statutory duty to consider the implications for biodiversity in every single decision it makes

**Purchase environmentally preferable supplies** and equipment where possible and develop commitment from our contractors to apply similar environmental standards to our own.

**Promote environmental issues and sustainability** to the local community and Council employees to raise awareness and care for the environment.

**Comment [DS6]:** In practice we are not really doing this, though we aim to

**Incorporate environmental factors** in decision-making.

**The Town Council is committed to the implementation of this Policy and will give full backing to all those authorised to carry it out.**

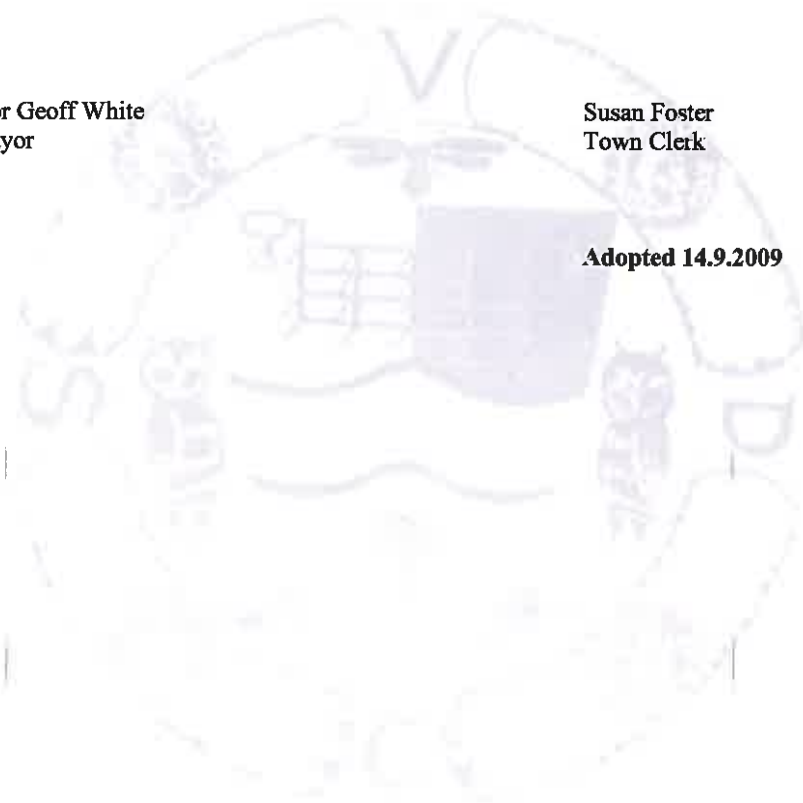
**Comment [DS7]:** Actually the budget doesn't allow us to do this

*Signed*

Councillor Geoff White  
Town Mayor

Susan Foster  
Town Clerk

**Adopted 14.9.2009**







# Sandy Town Council

## **10 Community Engagement Strategy**

- i) Un-annotated copy attached, this document was reviewed in 2013.
- ii) A quotation of £195 to add an RSS feed to the council's website has been obtained and the Clerk recommends that this feature is added to the website to allow electronic news feeds to subscribers there may be sufficient funds in cost centre budget 506 account code 5785 annual report and newsletter.

## **SANDY TOWN COUNCIL**

### **COMMUNITY ENGAGEMENT STRATEGY**

#### **INTRODUCTION**

Sandy Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with residents and encourage their participation in the local democratic process; creating a more active and informed community that is involved in decision making and securing better services.

#### **AIMS**

Sandy Town Council strives to undertake the following:

**To enable an involved, empowered and active citizenship through:**

- (i) involving residents in community issues
- (ii) informing local people
- (iii) engaging proactively with all sections of the community

**To communicate information to our community clearly, factually and appropriately through:**

- (i) a website detailing all council services and activities
- (ii) regular press releases and advertisements in local publications
- (iii) an annual report
- (iv) use of plain English
- (v) display of information on public noticeboards

**To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:**

- (i) supporting the work of statutory agencies in Sandy
- (ii) supporting the work of non-statutory organisations in Sandy
- (iii) maintaining positive working relationships with local organisations

**To raise the image and reputation of the Council through:**

- (i) inviting residents to be actively involved in meetings via the public forum
- (ii) publicising the Annual Town Meeting
- (iii) inviting residents/community groups to provide information for council publications

- (iv) issuing press releases covering activities of the council
- (v) encouraging the Mayor to represent the council and the community

**To enable every councillor to maximise their role as elected representatives and community leaders through:**

- (i) the supply of a comprehensive new members pack
- (ii) provision of regular training and briefing for members
- (iii) encouraging councillors to attend meetings of community organisations and residents associations in their respective wards
- (iv) encouraging councillors to take up places on community groups and organisations
- (v) holding monthly councillor surgeries
- (vi) uploading of agendas, minutes and other information on the council website

**To ensure every member of staff understands the council's role and priorities through:**

- (i) publication of a strategic plan incorporating the council's goals
- (ii) development of a customer care programme
- (iii) the staff appraisal scheme
- (iv) encouraging staff to provide input into the decision making process
- (v) encouraging staff to represent the council at community events
- (vi) provision of regular staff training, continuous professional development and briefings

## **ENGAGEMENT**

Sandy Town Council will work with individuals/organisations which seek to enhance the community.

Draft prepared: March 2013

Review: following adoption of Strategic Plan



# Sandy Town Council

## **11 HR Arrangements**

A report on the proposed updating of the council's scheme of delegations to include new terms of reference for an HR sub-committee will follow. Members should note that the next meeting of the HR Advisory Group will take place on the same day as the PF&R committee meeting and an oral report may follow at the PF&R meeting.

## **12 Staff Review**

A report on progress with the Council's staff review and restructure and a recommendation to introduce new accounting software and the outsourcing of aspects of the council's book-keeping and accounts work prior to the current financial year end will follow. It is expected that if this outsourcing takes place the contractor may also advise on use of reserves etc. Members should note that the next meeting of the HR Advisory Group will take place on the same day as the PF&R committee meeting and an oral report may follow at the PF&R meeting.

At : 14:13

## Current Bank A/c

## List of Payments made between 01/01/2014 and 31/01/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2014	SOLT	110823	-14.40		Theatre tickets - TIC
02/01/2014	Power Computing	DD	300.00		IT Support
02/01/2014	Aviva	DD	1,643.97		insurance
03/01/2014	1st Choice Staff Recruitment L	110826	1,622.50		Temporary staff wages
03/01/2014	Southern Electric	DD	94.60		Electric - Depot
06/01/2014	Lamps & Tubes Illuminations Lt	110827	90.00		Change timers on Xmas lights
06/01/2014	Rosetta Publishing Ltd	110828	285.60		Monthly Bulletin fee
06/01/2014	First Capital Connect	110829	527.80		Train tickets
06/01/2014	Colin Ross Workwear	110830	148.87		Colin Ross Workwear
06/01/2014	Society of London Theatre	110832	225.60		Theatre Ticket sales TIC
06/01/2014	Glass & Glazing (B'wade) Ltd	110833	261.48		Replacement window
06/01/2014	Arthur Ibbett Ltd	110834	131.40		Replacement blade
06/01/2014	1st Choice Staff Recruitment L	119835	185.40		Temporary staff wages
06/01/2014	Hertfordshire County Council	110836	287.65		Stationery etc
06/01/2014	Telefonica UK Ltd	110837	30.00		Mobile phone monthly fee
06/01/2014	Steve Frod Autos LLP	110838	69.00		Tracot Wheel repair
06/01/2014	SandyTown Council	110839	71.37		Petty Cash
06/01/2014	Sandy Football Club	110840	50.86		Electricity - Bedford Road
06/01/2014	K Davis	110841	50.00		Entertainment - Xmas Lights
06/01/2014	Sandy Football Club	110840	-50.86		Electricity - Bedford Rd
06/01/2014	Taylor & Craig	110821	-50.00		Entertainment - Xmas Fayr
09/01/2014	Central Bedfordshire Council	DD	111.00		Rates
13/01/2014	Society of London Theatre	110842	587.50		Theatre ticket sales
13/01/2014	Anglian Water	110843	216.57		Water
13/01/2014	1st Choice Staff Recruitment L	110844	364.62		Temporary staff wages
13/01/2014	St John Ambulance	110845	126.00		First Aid Cover for Xmas lites
13/01/2014	Mr J A Gurney	110846	27.19		Petrol - Bowls Club
13/01/2014	Terry C Seymour	110847	414.00		Street Lights maintenance
13/01/2014	Trade & Discount Signs Ltd	110848	192.00		Xmas Banner and Sign
13/01/2014	Gilgen Door Systems UK Ltd	110849	234.00		Depot door repair
13/01/2014	F D Odell & Sons Ltd	110850	899.60		Metal skip hire
13/01/2014	Travis Perkins T/C Ltd	110851	168.64		Fallowfield maintenance
13/01/2014	BRCC	110852	1,831.20		Wardening service Pinnacle
13/01/2014	VFM Products Ltd	110853	261.96		Pitch marking paint etc
13/01/2014	Power Computing	110855	46.80		Replacement keyboards
13/01/2014	Amberley Publishing	110856	54.58		Books TIC
13/01/2014	First Response Fire Protection	110854	272.74		Various works
13/01/2014	1st Response Fire Protection	110857	272.74		Various works
13/01/2014	First Response Fire Protection	110854	-272.74		Various works
15/01/2014	Power Computing	DD	258.78		Telephone Bill
15/01/2014	Power Computing	DD	-258.78		Telephone - Error
15/01/2014	Power Computing	DD	255.78		Telephone Bill
16/01/2014	Bedford Borough Council	DD	18,822.77		Wages
17/01/2014	Southern Electric	DD	503.02		Street Lights
27/01/2014	The Mayor's Chanty Fund	110858	25.00		Mayoral event fee - Luton
27/01/2014	Kempston Town Mayor's C/Acct	110859	40.00		Mayoral event fee
27/01/2014	Mr T Miles	110860	600.00		Gravedigging fees

Continued on Page 2

At : 14.13

Current Bank A/c

## List of Payments made between 01/01/2014 and 31/01/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/01/2014	Anglian Water	110861	1,032.08		Water charges
27/01/2014	Beds Assocn of Town & Pansh	110862	65.59		Publication
27/01/2014	UK Fuels Ltd	110863	161.28		Fuel
27/01/2014	Spaldings Ltd	110864	142.04		Workwear and consumables
27/01/2014	1st Choice Staff Recruitment L	110865	457.32		Temporary staff wages
27/01/2014	1st Choice Staff Recruitment L	110865	-457.32		Temporary staff wages
27/01/2014	1st Choice Staff Recruitment L	110865	914.64		Temporary staff wages
27/01/2014	CVS Mid & North Beds	110866	60.00		Training course
27/01/2014	Martin Howlett Trading Company	110867	31.50		Cleaning items
27/01/2014	Mrs J Thrale	110868	59.40		Sale of honey TIC
27/01/2014	St John Ambulance	110869	67.20		Training course
27/01/2014	Steve Frod Autos LLP	110870	69.00		Vehicle repairs
27/01/2014	Gilgen Doors Ltd	110871	508.80		Repair to depot door
27/01/2014	Rosetta Publishing Ltd	110872	285.60		Monthly Bulletin
27/01/2014	Groundcare Machiner Sercs Ltd	110873	1,339.52		Vehicle repairs
27/01/2014	Corona Energy	DD	419.58		Gas - Jenkins
27/01/2014	Southern Electric	DD	215.18		Electric - Jenkins
28/01/2014	British Gas	DD	10.13		Electric - Banks
28/01/2014	Pitney Bowes	DD	50.22		Franking

<b>Total Payments</b>	<b>37,447.57</b>
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At: 14:14

Barclays Active Saver

List of Payments made between 01/01/2014 and 31/01/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/01/2014	Current Bank A/c	Bnk Tfr	36,000.00		
<b>Total Payments</b>			<b>36,000.00</b>		



At : 14:14

## Current Bank A/c

## Cash Received between 01/01/2014 and 31/01/2014

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/01/2014	Sandy Village Hall	SO	Loan repayment	208.33
03/01/2014	Tourist Information Centre	200512	Sales	47.09
07/01/2014	GG Services	200513	Funeral	275.00
07/01/2014	Mayors Account	200513	Xmas Dinner	35.00
07/01/2014	Sandy Enhancement Group	200513	Xmas Lights	1,000.00
09/01/2014	Various	200514	Collection Tins	28.94
13/01/2014	Barclays Active Saver			36,000.00
13/01/2014	F.D.ODELL	DCR	Metal	380.16
13/01/2014	G & H Seamers	200515	Burial	275.00
13/01/2014	Mr R Goldman	200515	Market	20.00
13/01/2014	Mr Whiteman	200515	Market	20.00
13/01/2014	Sandy Football Club	200515	Rent	437.33
13/01/2014	Tourist Information Centre	200515	Sales	106.00
17/01/2014	G & H Seamers	200516	Burial	355.00
17/01/2014	I R Quince	200516	Memorial	33.00
20/01/2014	HMRC	DCR	VAT	10,874.26
20/01/2014	Relate	DCR	Room hire	19.20
21/01/2014	RSPB	dcr	Chamber	64.80
24/01/2014	Lodge Brothers	200517	Memorial	33.00
24/01/2014	Misc	200517	Book	1.00
24/01/2014	Mr Whiteman	200517	Market	20.00
24/01/2014	Tourist Information Centre	200517	Sales	62.77
31/01/2014	G & H Seamers	200518	Burial	275.00
31/01/2014	Tourist Information Centre	200518	Sales	460.00

<b>Total Receipts</b>	<b>51,030.88</b>
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Month No : 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>401 Staff</b>							
4101 Gross Salaries	8,388	85,451	107,134	21,683		21,683	79.8 %
4102 Gross Wages	8,078	72,058	75,254	3,196		3,196	95.8 %
4113 Employers NI	824	8,805	12,730	3,925		3,925	69.2 %
4114 Employers Pension Contrib.	2,083	19,983	21,630	1,647		1,647	92.4 %
4116 Miscellaneous Staff Costs	0	616	1,000	384		384	61.6 %
<b>Staff :- Expenditure</b>	<b>19,373</b>	<b>186,912</b>	<b>217,748</b>	<b>30,836</b>	<b>0</b>	<b>30,836</b>	<b>85.8 %</b>
<b>Net Expenditure over Income</b>	<b>19,373</b>	<b>186,912</b>	<b>217,748</b>	<b>30,836</b>			
<b>402 Administration-Office</b>							
4203 General Rates	0	5,891	5,355	-536		-536	110.0 %
4204 Water Charges	80	350	360	10		10	97.3 %
4205 Electricity	0	2,227	1,440	-787		-787	154.7 %
4206 Gas	0	504	1,645	1,141		1,141	30.6 %
4207 Insurance (Excluding Vehicles)	1,644	17,065	19,673	2,608		2,608	86.7 %
4217 Office Maintenance/Security	0	2,019	3,430	1,411		1,411	58.9 %
4218 Cleaning Materials	210	1,131	1,200	69		69	94.2 %
4219 Telephone	238	2,612	2,600	-12		-12	100.5 %
4220 Print & Stationery etc	105	2,809	4,000	1,191		1,191	70.2 %
4221 Postage incl Members Delivery	44	923	1,000	77		77	92.3 %
4223 Refreshments	16	130	150	20		20	86.4 %
4225 Equipment Maintenance/Purchase	39	1,490	2,000	510		510	74.5 %
4226 Audit & Accounts Fees	0	3,068	3,250	182		182	94.4 %
4227 Legal & Land Agents Costs	0	708	0	-708		-708	0.0 %
4228 Subscriptions	0	590	2,575	1,985		1,985	22.9 %
4229 Publications	68	246	300	54		54	81.9 %
4230 Mayors Allowance	65	1,479	1,900	421		421	77.9 %
4232 Members Conference Fees/Exp.	0	467	500	33		33	93.5 %
4233 Council Grants/Donations	0	1,306	1,500	194		194	87.1 %
4234 Photocopying	0	1,572	1,400	-172		-172	112.3 %
4235 Service Agreements	250	9,548	8,800	-748		-748	108.5 %
4236 Election Costs	0	4,418	2,000	-2,418		-2,418	220.9 %
4237 Training/Conferences Staff	116	1,090	4,000	2,910		2,910	27.3 %
4238 Miscellaneous Admin Costs	0	971	2,000	1,029		1,029	48.6 %
4239 Other pay (Mileage etc) Admin	0	395	500	105		105	79.0 %
4260 Contingency	0	115	2,516	2,401		2,401	4.6 %
<b>Administration-Office :- Expenditure</b>	<b>2,876</b>	<b>63,124</b>	<b>74,094</b>	<b>10,970</b>	<b>0</b>	<b>10,970</b>	<b>85.2 %</b>
7101 Precept	0	398,491	398,491	0			100.0 %
7102 Precept Support Grant	0	42,378	42,378	0			100.0 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
7201	Rent Received Etc	70	2,991	2,500	491			119.7 %
7202	Photocopying Income	0	42	50	-8			84.4 %
7204	Sale of Council Minutes	0	364	182	182			200.0 %
7205	Miscellaneous Income	525	13,076	0	13,076			0.0 %
	<b>Administration-Office - Income</b>	<b>595</b>	<b>457,343</b>	<b>443,601</b>	<b>13,742</b>			<b>103.1 %</b>
	<b>Net Expenditure over Income</b>	<b>2,281</b>	<b>-394,219</b>	<b>-369,507</b>	<b>24,712</b>			
<b>403</b>	<b>Administration-Works</b>							
4303	General Rates	0	1,917	1,950	33		33	98.3 %
4304	Water Charges	0	38	300	262		262	12.7 %
4305	Electricity	90	363	1,200	837		837	30.2 %
4307	Vehicle Insurance & Licences	0	1,709	2,500	791		791	68.3 %
4309	Vehicle Maintenance	58	914	1,500	586		586	60.9 %
J37	Maintenance of Buildings	619	2,024	1,600	-424		-424	126.5 %
4338	Equipment Maintenance	1,403	3,117	4,000	883		883	77.9 %
4339	New Purchases	0	47	1,600	1,553		1,553	2.9 %
4340	Fuel	134	2,008	3,500	1,492		1,492	57.4 %
4341	Planting Contract Etc.	0	4,493	5,450	957		957	82.4 %
4342	Consumables & Small Tools	0	1,020	1,200	180		180	85.0 %
4343	Protective/Corporate Clothing	132	576	1,400	824		824	41.2 %
4344	Disposal of Rubbish	750	3,322	3,500	178		178	94.9 %
4345	Health/Safety & Environmental	0	45	1,000	955		955	4.5 %
	<b>Administration-Works :- Expenditure</b>	<b>3,185</b>	<b>21,592</b>	<b>30,700</b>	<b>9,108</b>	<b>0</b>	<b>9,108</b>	<b>70.3 %</b>
	<b>Net Expenditure over Income</b>	<b>3,185</b>	<b>21,592</b>	<b>30,700</b>	<b>9,108</b>			
<b>404</b>	<b>Allotments</b>							
4404	Allotment Water Charges	528	800	500	-300		-300	160.1 %
	<b>Allotments :- Expenditure</b>	<b>528</b>	<b>800</b>	<b>500</b>	<b>-300</b>	<b>0</b>	<b>-300</b>	<b>160.1 %</b>
	<b>Net Expenditure over Income</b>	<b>528</b>	<b>800</b>	<b>500</b>	<b>-300</b>			
<b>405</b>	<b>Footway Lighting</b>							
4545	Energy Charges (Lighting)	422	4,068	5,750	1,682		1,682	70.7 %
4546	Lighting Maintenance	345	2,295	3,805	1,510		1,510	60.3 %
	<b>Footway Lighting :- Expenditure</b>	<b>767</b>	<b>6,363</b>	<b>9,555</b>	<b>3,192</b>	<b>0</b>	<b>3,192</b>	<b>66.6 %</b>
	<b>Net Expenditure over Income</b>	<b>767</b>	<b>6,363</b>	<b>9,555</b>	<b>3,192</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>406 Cemetery</b>							
4603 Cemetery Rates	0	2,125	2,200	75		75	96.6 %
4604 Cemetery Water Charges	15	70	180	110		110	38.8 %
4650 Cemetery Maintenance	0	0	300	300		300	0.0 %
4651 Chapel Maintenance	0	0	500	500		500	0.0 %
4654 Plants/Bulbs Etc.	0	0	200	200		200	0.0 %
4656 Grave Digging	600	6,600	6,200	-400		-400	106.5 %
<b>Cemetery :- Expenditure</b>	<b>615</b>	<b>8,795</b>	<b>9,580</b>	<b>785</b>	<b>0</b>	<b>785</b>	<b>91.8 %</b>
7226 Burials/Memorials Income	1,246	21,898	17,600	4,298			124.4 %
7228 Interest on Investment	0	53	53	0			99.6 %
<b>Cemetery :- Income</b>	<b>1,246</b>	<b>21,951</b>	<b>17,653</b>	<b>4,298</b>			<b>124.3 %</b>
<b>Net Expenditure over Income</b>	<b>-631</b>	<b>-13,156</b>	<b>-8,073</b>	<b>5,083</b>			
<b>407 Churchyard</b>							
4758 Churchyard Plants	0	0	150	150		150	0.0 %
<b>Churchyard :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>150</b>			
<b>408 Car Park (Including Market)</b>							
4803 Car Park Rates	0	13,424	14,400	977		977	93.2 %
4808 Loan Repayments	0	304	608	304		304	50.0 %
4860 Car Park Maintenance	0	258	840	582		582	30.7 %
4862 Car Park (Market) Rates	111	1,109	1,250	141		141	88.7 %
<b>Car Park (Including Market) :- Expenditure</b>	<b>111</b>	<b>15,095</b>	<b>17,098</b>	<b>2,003</b>	<b>0</b>	<b>2,003</b>	<b>88.3 %</b>
7236 Friday Market Fees	60	3,306	1,800	1,506			183.7 %
7237 Saturday Market Fees	0	336	450	-114			74.7 %
7238 Other Income Car Park	0	500	300	200			166.7 %
<b>Car Park (Including Market) :- Income</b>	<b>60</b>	<b>4,142</b>	<b>2,550</b>	<b>1,592</b>			<b>162.4 %</b>
<b>Net Expenditure over Income</b>	<b>51</b>	<b>10,952</b>	<b>14,548</b>	<b>3,596</b>			
<b>409 Public Toilets - Car Park</b>							
4903 General Rates	0	2,264	2,264	0		0	100.0 %
4904 AWA Charges	0	992	1,200	208		208	82.7 %
4905 Electricity	0	160	320	160		160	50.1 %
4964 Maintenance	0	551	515	-36		-36	106.9 %
<b>Public Toilets - Car Park :- Expenditure</b>	<b>0</b>	<b>3,967</b>	<b>4,299</b>	<b>332</b>	<b>0</b>	<b>332</b>	<b>92.3 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>3,967</b>	<b>4,299</b>	<b>332</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>500 Bedford Road Open Space</b>							
5004 Water Charges	217	1,254	620	-634		-634	202.2 %
5005 Electricity	0	48	1,628	1,580		1,580	3.0 %
5064 Maintenance Public Convenience	0	202	525	323		323	38.5 %
5066 Maintenance Play Area	0	2,100	4,000	1,900		1,900	52.5 %
5067 General Maintenance	0	2,741	310	-2,431		-2,431	884.3 %
<b>Bedford Road Open Space :- Expenditure</b>	<b>217</b>	<b>6,345</b>	<b>7,083</b>	<b>738</b>	<b>0</b>	<b>738</b>	<b>89.6 %</b>
7241 Sandy FC Rent	437	437	800	-363			54.7 %
7242 Ice cream rent	0	315	270	45			116.8 %
<b>Bedford Road Open Space :- Income</b>	<b>437</b>	<b>753</b>	<b>1,070</b>	<b>-317</b>			<b>70.3 %</b>
<b>Net Expenditure over Income</b>	<b>-221</b>	<b>5,593</b>	<b>6,013</b>	<b>420</b>			
<b>501 Sund.Rd Open Space &amp; Pavilion</b>							
5104 Water Charges	410	862	2,000	1,138		1,138	43.1 %
5105 Electricity	189	1,624	2,000	376		376	81.2 %
5106 Pavilion Gas	350	2,984	3,100	116		116	96.3 %
5166 Management Fee	0	28,500	19,500	-9,000		-9,000	146.2 %
5167 Building Maintenance	218	475	1,000	525		525	47.5 %
5168 Play Area Maintenance	273	2,024	3,200	1,176		1,176	63.2 %
5171 Bowling Green	23	2,111	2,850	739		739	74.1 %
5172 Cricket Square	0	1,505	2,070	565		565	72.7 %
<b>Sund Rd Open Space &amp; Pavilion :- Expenditure</b>	<b>1,462</b>	<b>40,084</b>	<b>35,720</b>	<b>-4,364</b>	<b>0</b>	<b>-4,364</b>	<b>112.2 %</b>
7251 Pitch Rental	0	564	0	564			0.0 %
7252 Pavilion Rental	0	-6,000	5,000	-11,000			-120.0
7253 Bowls Club Rental	0	378	378	0			99.9 %
7255 Cricket Club Rental	0	0	253	-253			0.0 %
7256 Scouts ,ACF and SSLA	0	169	175	-6			96.6 %
760 Misc Sunderland Road	0	400	0	400			0.0 %
<b>Sund.Rd Open Space &amp; Pavilion :- Income</b>	<b>0</b>	<b>-4,489</b>	<b>5,806</b>	<b>-10,295</b>			<b>-77.3 %</b>
<b>Net Expenditure over Income</b>	<b>1,462</b>	<b>44,574</b>	<b>29,914</b>	<b>-14,660</b>			
<b>502 Beeston Green</b>							
5273 General Maintenance	0	40	1,000	960		960	4.0 %
<b>Beeston Green :- Expenditure</b>	<b>0</b>	<b>40</b>	<b>1,000</b>	<b>960</b>	<b>0</b>	<b>960</b>	<b>4.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>40</b>	<b>1,000</b>	<b>960</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>503</b> <u>The Pinnacle</u>							
5375 Pinnacle Maintenance	1,526	1,526	3,700	2,174		2,174	41.2 %
The Pinnacle :- Expenditure	<u>1,526</u>	<u>1,526</u>	<u>3,700</u>	<u>2,174</u>	<u>0</u>	<u>2,174</u>	<u>41.2 %</u>
<b>Net Expenditure over Income</b>	<u>1,526</u>	<u>1,526</u>	<u>3,700</u>	<u>2,174</u>			
<b>504</b> <u>Tourist Information Centre</u>							
5401 Staff Costs Salaries	2,023	20,868	25,500	4,632		4,632	81.8 %
5402 Staff Uniforms	0	0	200	200		200	0.0 %
5405 Services	0	50	0	-50		-50	0.0 %
5419 Communications	0	62	270	208		208	23.0 %
5420 Printing & Stationery	0	611	1,235	624		624	49.4 %
5421 Postage	0	175	175	0		0	100.0 %
7424 Ticket Sales/Merchandise	1,455	9,491	7,500	-1,991		-1,991	126.5 %
7428 Membership Fees	0	0	100	100		100	0.0 %
Tourist Information Centre :- Expenditure	<u>3,478</u>	<u>31,257</u>	<u>34,980</u>	<u>3,723</u>	<u>0</u>	<u>3,723</u>	<u>89.4 %</u>
7402 Sales	668	11,119	12,325	-1,206			90.2 %
Tourist Information Centre :- Income	<u>668</u>	<u>11,119</u>	<u>12,325</u>	<u>-1,206</u>			<u>90.2 %</u>
<b>Net Expenditure over Income</b>	<u>2,810</u>	<u>20,138</u>	<u>22,655</u>	<u>2,517</u>			
<b>505</b> <u>Grass Cutting</u>							
5584 Grass Cutting	0	0	9,650	9,650		9,650	0.0 %
Grass Cutting :- Expenditure	<u>0</u>	<u>0</u>	<u>9,650</u>	<u>9,650</u>	<u>0</u>	<u>9,650</u>	<u>0.0 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>9,650</u>	<u>9,650</u>			
<b>506</b> <u>Litter Bins, Seats &amp; Shelters</u>							
5680 Maintenance Street Furniture	0	318	310	-8		-8	102.7 %
Litter Bins, Seats & Shelters :- Expenditure	<u>0</u>	<u>318</u>	<u>310</u>	<u>-8</u>	<u>0</u>	<u>-8</u>	<u>102.7 %</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>318</u>	<u>310</u>	<u>-8</u>			
<b>507</b> <u>Annual Report &amp; Newsletter</u>							
5785 Printing Costs	476	1,904	3,500	1,596		1,596	54.4 %
Annual Report & Newsletter :- Expenditure	<u>476</u>	<u>1,904</u>	<u>3,500</u>	<u>1,596</u>	<u>0</u>	<u>1,596</u>	<u>54.4 %</u>
<b>Net Expenditure over Income</b>	<u>476</u>	<u>1,904</u>	<u>3,500</u>	<u>1,596</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>508</b> <u>S.E.G.</u>							
5886 Council Contribution (SEG)	0	302	1,276	974		974	23.7 %
S.E.G. :- Expenditure	0	302	1,276	974	0	974	23.7 %
7296 SEG Sponsorships	0	121	0	121			0.0 %
S.E.G. :- Income	0	121	0	121			
<b>Net Expenditure over Income</b>	<b>0</b>	<b>181</b>	<b>1,276</b>	<b>1,095</b>			
<b>509</b> <u>Christmas Lights</u>							
5987 Christmas Illuminations	75	4,978	10,433	5,455		5,455	47.7 %
5988 Community Christmas Event	385	6,197	5,000	-1,197		-1,197	123.9 %
Christmas Lights :- Expenditure	460	11,175	15,433	4,258	0	4,258	72.4 %
65 Christmas Lights	1,065	6,149	4,000	2,149			153.7 %
Christmas Lights :- Income	1,065	6,149	4,000	2,149			153.7 %
<b>Net Expenditure over Income</b>	<b>-605</b>	<b>5,026</b>	<b>11,433</b>	<b>6,407</b>			
<b>510</b> <u>Fallowfield</u>							
5175 Maintenance	191	2,087	3,000	913		913	69.6 %
Fallowfield :- Expenditure	191	2,087	3,000	913	0	913	69.6 %
<b>Net Expenditure over Income</b>	<b>191</b>	<b>2,087</b>	<b>3,000</b>	<b>913</b>			
<b>600</b> <u>The Riddy</u>							
6001 Drainage Costs	0	39	50	11		11	77.4 %
6002 Riddy Maintenance	0	25	500	475		475	5.0 %
6003 Riddy Management Fee	0	0	5,863	5,863		5,863	0.0 %
The Riddy :- Expenditure	0	64	6,413	6,349	0	6,349	1.0 %
606 Countryside Stewardship Grant	0	2,655	1,000	1,655			265.5 %
7307 Angling Licence Rent	0	477	474	3			100.7 %
The Riddy :- Income	0	3,133	1,474	1,659			212.5 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-3,069</b>	<b>4,939</b>	<b>8,008</b>			
<b>601</b> <u>Miscellaneous (Incl Interest)</u>							
6177 Parish Clock	0	201	200	-1		-1	100.5 %
6184 CCTV Fees	0	575	22,000	21,425		21,425	2.6 %
Miscellaneous (Incl Interest) :- Expenditure	0	776	22,200	21,424	0	21,424	3.5 %

## Sandy Town Council

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2014

Month No : 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
7319 Interest Precept A.c	0	0	4,500	-4,500			0.0 %
7320 Interest Santander Ac	0	4,123	3,000	1,123			137.4 %
7321 Interest Barclays Active Saver	0	2,028	0	2,028			0.0 %
Miscellaneous (Incl Interest) :- Income	0	6,151	7,500	-1,349			82.0 %
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-5,375</b>	<b>14,700</b>	<b>20,075</b>			
<b>700 Capital A/c</b>							
6188 Capital a/c Expenditure	0	2,244	0	-2,244		-2,244	0.0 %
6191 S106 Expenditure	0	6,857	0	-6,857		-6,857	0.0 %
6501 CAP - Hearing Loop System	0	1,474	0	-1,474		-1,474	0.0 %
Capital A/c :- Expenditure	0	10,575	0	-10,575	0	-10,575	
7364 S106 Money Received	0	9,078	0	9,078			0.0 %
Capital A/c :- Income	0	9,078	0	9,078			
<b>Net Expenditure over Income</b>	<b>0</b>	<b>1,497</b>	<b>0</b>	<b>-1,497</b>			
<b>702 Reserve A/c</b>							
6189 Reserve Fund	0	3,143	0	-3,143		-3,143	0.0 %
Reserve A/c - Expenditure	0	3,143	0	-3,143	0	-3,143	
7363 Reserve fund income	0	0	7	-7			0.0 %
Reserve A/c :- Income	0	0	7	-7			
<b>Net Expenditure over Income</b>	<b>0</b>	<b>3,143</b>	<b>-7</b>	<b>-3,150</b>			



